Activity: **3.4**
                         Develop High-Level Project Requirements

Responsibility: Project Manager/Team

Description: High-level requirements should be of sufficient detail to make a preliminary
                         determination about the feasibility of the project, to estimate the resources that
                         are needed, to assess hardware and software requirements, and to estimate the
                         need for equipment or software training.

                         The current and anticipated needs of all user groups must be identified. Users
                         in different organizational units or geographic locations may have diverse or
                         unique requirements that must be incorporated into the project requirements.

Sample
Requirements: Organize high-level project requirements into categories of related data. The
                         following list provides samples of the types of data that should be considered.

- Inputs - Identify source documents and data that will be used as input to
  the processes. Provide descriptive information about data such as the
  type, volume, condition (e.g., edited or unedited), organization, and
  frequency. Include inputs such as records or batch files from other
  systems that will be downloaded or migrated.

- Outputs - Identify outputs such as reports, display screens, documents,
  and data files.

- Data bases - Estimate the high-level contents, purpose, use, format,
  organization, and update frequency of data bases that will be used by
  the product. Identify other existing or planned data bases that would
  interface with the product as a provider or recipient of information.

- Processing/Data Flow - Describe the major processing/data flow for the
  product. Include flow of data from the product to other systems and
  vice versa.

- Data Communications - Estimate the major data communications
  resources required to support the product. Include requirements for
  networks, dial-up access, and other communication configurations to
  support data access and retrieval requirements.

- Interfaces - Identify any systems with which the product must interface.
  Describe factors that may impact the design of the product.

*Sample
Requirements,
continued:*

- Security, Privacy, and Control - State requirements for ensuring the integrity of the data, for safeguarding against unauthorized access to the data bases, and for other user access controls.

- Training - Identify the type of training required to ensure efficient operation of the software product. Provide estimates of the number of personnel to be trained by type and frequency of training.

- Workload - Estimate the volume of work to be handled at slow, normal, and peak periods. Identify dates associated with each period. Include processing time for batch systems, response times, peak number of simultaneous users of interactive systems, and number of transactions.

- Costs - Estimate initial development costs and expected operating cost savings over the expected lifetime of the software product.

- Equipment - Estimate new equipment that might need to be acquired or manufactured and current equipment that would continue to be used.

- Software - Estimate software and firmware packages that might need to be acquired and any updates needed for existing software.

Work Product: Develop a formal statement of the high-level project requirements. This statement will be incorporated into the Project Plan. If a feasibility study is conducted, the statement of requirements should be included in the Feasibility Study Document. The high-level requirements will serve as the foundation for the software requirements developed during the Requirements Definition Stage. Place a copy of the high-level requirements in the Project File.

Reference: The system owner organization's information resource management long-range plan provides useful planning information for consideration when developing the requirements.

Sample Statement of
High-Level
Requirements: *The following are the high-level access requirements for the HRIS project.*

- *Allow any user to access the application and enter an access request.*

- *Have an interface to verify and maintain user information.*

- *Design system to verify user access levels.*

- *Allow for electronic authorizations for request verification.*

- *Allow for the entry, query, and maintenance of application data based on the user access levels.*

- *Provide for the capture and tracking of request data for the following request types:*

  - *requesting initial computer access*
  - *adding access levels to an existing logon identification code*
  - *reinstating a suspended computer access*
  - *deleting an existing computer access*
  - *suspending an existing computer access*

- *Provide for the entry, query, and maintenance of the following information:*

  - *computer systems*
  - *applications*
  - *user logon identification codes*

- *Allow users to view and maintain their own address information*

- *Provide a means for the system owner and security officers to review and change current user access information.*